



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	126	Manual Of Requirements For Family Child Care Registration	8/25/2009
Subchapter:	2	Administration Of Sponsoring Organizations	
Section	4	<b>Sponsoring organization records (N.J.A.C. 10:126-2.4)</b>	

### §10:126-2.4 Sponsoring organization records

(a) The sponsoring organization shall maintain in files located at its office the following records:

1. Administrative records:

- i. The Manual of Requirements for Family Child Care Registration;
- ii. The document providing information to parents, as specified in N.J.A.C. 10:126-4.9(a);
- iii. Staff records, as specified in N.J.A.C. 10:126-3.1(g);
- iv. Documentation of training sessions provided to staff members, as specified in N.J.A.C. 10:126-3.4(a)2;
- v. A copy of the sponsoring organization's insurance policy/policies, as specified in the Department of Human Services' Contract Policy and Information Manual;
- vi. Financial records, as specified in the Department of Human Services' Contract Policy and Information Manual;
- vii. Documentation of provider training sessions, as specified in N.J.A.C. 10:126-4.2(f);
- viii. Files documenting denials, suspensions, revocations and nonrenewals of Certificates of Registration, as specified in N.J.A.C. 10:126-4.6(d);
- ix. Documentation of findings by the appeals committee, as specified in N.J.A.C. 10:126-2.2(d)3;
- x. Documentation of registration fees collected from providers, as specified in N.J.A.C. 10:126-4.5(b); and

xi. A copy of contracts between the sponsoring organization and any subcontracted agency to perform services related to family child care registration, as specified in N.J.A.C. 10:126-2.2(f)3.

2. Records on providers:

i. The provider's completed application form, as specified in N.J.A.C. 10:126-5.2(a);

ii. A copy of the provider's Certificate of Registration, as specified in N.J.A.C. 10:126-5.4 and 5.5;

iii. Health records received for the provider or applicant and the alternate provider and provider assistant, if any, as specified in N.J.A.C. 10:126-5.2(b) through (d);

iv. Letters of reference received for the provider or applicant and